

**VOLUNTEER  
COMMITTEE**

**Thursday, February 6, 2020**

**5:00 PM**

**McFarland Municipal Center**  
*Conference Room A*

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
  - a. Approval of Minutes from January 2, 2020 meeting.
4. BUSINESS.
  - a. Presentation by Sayer Larson, McFarland Parks Superintendent regarding the Woodland Restoration Volunteer Project in select McFarland Parks. Discuss potential collaboration for future projects.
  - b. Discuss the Volunteer Spotlight article recognizing Barb Obst in the February 6th McFarland Outlook. Next Volunteer Spotlight article will be due by April 2nd, so submissions for candidates will be due to Volunteer Committee by March 5th. Discuss gift/award for spotlight recipients.
  - c. Discuss McFarland Community Service Day. Review articles in Outlook and McFarland Thistle. Discuss any changes to volunteer sites/activities for the Sign Up Genius. Review flyer/logo submissions. Approve budget for purchasing of posters from Badger Graphics and banners from Grant Signs and materials. Set date for Sign Up Genius and in-person sign ups to commence.
  - d. Discuss outreach to the business community and potential implementation of program for recognition of business volunteerism.
  - e. Discuss Fall Sustainability Fair. Present examples of similar events from different communities.
5. SCHEDULE NEXT MEETING DATE.
  - a. Discuss next meeting date for Thursday, March 5th at 6pm
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or [cassandra.suettinger@mcfarland.wi.us](mailto:cassandra.suettinger@mcfarland.wi.us).

**VILLAGE of McFARLAND**  
**Draft - VOLUNTEER COMMITTEE**  
**January 2, 2020**

**Call to order:**

Chairman Kryzenske called the January 2, 2020 meeting of the Volunteer Committee to order at 6:00 P.M. in Conference Room A of the McFarland Municipal Center.

**Members present:** Village Board Trustee Eric Kryzenske (chair), Village Board President Brad Czebotar and citizen member: Ken Brost.

**Members absent:** citizen members: Susan Smith, and Jennifer Tryzna.

**Staff present:** Senior Outreach Director, Lori Andersen.

**Volunteer Coordinator present:** Outreach Case Manager, Katie Gletty-Syoen.

**1. Review and possible approval of the Minutes of the October 3, 2019 Volunteer Committee meeting.**

Motion by Czebotar, seconded by Brost, and carried 3-0 to approve the minutes of the October 3, 2019 meeting.

**2. a. Business: Review event, “Love McFarland Lakes, Don’t Leaf Them” on Saturday October 19, 2019.**

Gletty-Syoen and Kryzenske gave a brief overview of the successful “Don’t Leaf the Lakes” project. The weather cooperated, and representatives from six community groups were involved. A more detailed account appears on the handout that is attached to the January agenda. Listed below are some highlights of the committee’s ensuing discussion.

- The event should be scheduled in September next year.
- The purpose of the project is to continue promoting sustainability by preventing phosphorus from leaves and grass to pollute the lakes and rivers.
- Information about the event will appear on flyers, news articles, social media contacts, and at the Fall Family Festival.
- The idea of sustainability would also apply to the Village’s new grant for a water softener program.

**b. Business: Review event, “Leaf Raking for Seniors,” with McFarland High School Ambassadors on 10/22/19 and 11/2/19 (canceled for weather).**

Ten to twelve high school students raked leaves and afterward, received treats at the Village Hall. Some of the challenges were unpredictable weather, amount of fallen leaves, and removal of leaf bags.

**c. Business: Discuss McFarland Community Service Day 2020. Redesign of graphics for posters/banners by outreach to McFarland High School; pricing quotes for printing new banners; and task list for preparing for event.**

Community Service Day is scheduled for April 25, 2020.

- Gletty-Syoen reported that a few art students volunteered to create a new design for the posters/banners, and the committee will select the best submission at the next meeting.
- Gletty-Syoen will contact Grant Signs to submit a cost quote on designing new posters/banners.

- The village department heads will be contacted to propose projects for the Community Service Day.
- Czebota suggested that a letter be sent to involve local businesses by encouraging them to adopt a project.

**d. Discuss Volunteer Spotlight submissions for next McFarland Outlook.**

The directors of the Ed Locke Library selected Barb Obst as their volunteer for the Outlook. A picture and interview of Barb will appear in the next issue

**3.** The next scheduled meeting is at 6:00 P.M. on Thursday, February 6, 2020.

**4. Adjournment**

Motion by Brost, seconded by Czebotar, and carried 3-0 by acclamation to adjourn the meeting at 6:55 P.M.

Respectfully submitted,  
Jackie Burger (citizen), Volunteer Recorder



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Thursday, February 6, 2020

**SECTION:** Business

**DEPARTMENT:** Outreach

**CONTACT:**

**AGENDA ITEM:** Presentation by Sayer Larson, McFarland Parks Superintendent regarding the Woodland Restoration Volunteer Project in select McFarland Parks. Discuss potential collaboration for future projects.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Woodland Restoration

# McFarland VILLAGE OF



**WOODLAND RESTORATION WORK DAYS**  
**FRIDAYS 8AM to 11AM**

**SIGGELKOW ROAD PARK** |  
 January 10th & 17th

**MARSHWOODS PARK** |  
 January 24th & 31st

**INDIAN MOUND** |  
 February 7th & 14th

**WOODLAND COMMONS** |  
 February 21st & 28th

**ADDITIONAL DATES** |  
 Weather Permitting

For more information, please contact: [sayer.larson@mcfarland.wi.us](mailto:sayer.larson@mcfarland.wi.us)  
 Sayer Larson, McFarland Parks Superintendent 608.838.2382

## McFarland Parks In Need of Volunteers

McFarland has some amazing woodland properties in need of restoration. As these areas are restored, McFarland residents will find additional areas to use for nature hikes, education and other outdoor activities.

We need volunteers to help with manually removing invasive species, brush and downed wood that cannot be removed by large equipment. No long term commitment or experience necessary!

If you are interested in volunteering with restoration efforts, please contact Sayer Larson at 608-838-2382 or at [sayer.larson@mcfarland.wi.us](mailto:sayer.larson@mcfarland.wi.us) for further information.



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Thursday, February 6, 2020

**SECTION:** Business

**DEPARTMENT:** Outreach

**CONTACT:**

**AGENDA ITEM:** Discuss the Volunteer Spotlight article recognizing Barb Obst in the February 6th McFarland Outlook. Next Volunteer Spotlight article will be due by April 2nd, so submissions for candidates will be due to Volunteer Committee by March 5th. Discuss gift/award for spotlight recipients.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Thursday, February 6, 2020

**SECTION:** Business

**DEPARTMENT:** Outreach

**CONTACT:**

**AGENDA ITEM:** Discuss McFarland Community Service Day. Review articles in Outlook and McFarland Thistle. Discuss any changes to volunteer sites/activities for the Sign Up Genius. Review flyer/logo submissions. Approve budget for purchasing of posters from Badger Graphics and banners from Grant Signs and materials. Set date for Sign Up Genius and in-person sign ups to commence.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Thistle Article Community Service Day 2020
2. Volunteer Program Budget
3. Grant Signs Quote for Banners
4. 2020 McFarland Community Service Day Flyer

# MCFARLAND

## Date set, planning underway for Community Service Day

By Kendra Lamer  
klamer@hngnews.com

Three days after Earth Day, McFarland is hosting its own annual day of giving back.

The date for McFarland Community Service Day 2020 is set for Saturday, April 25, from 8 a.m. to noon.

The volunteer committee decided on this date at the Thursday, Jan. 2, meeting because of its proximity to Earth Day and hopes of warmer weather.

Cleanups of roadsides, kayak hangups and most of McFarland's parks will return this year, as well as a waterway cleanup via kayak.

Volunteers will paddle along one of five predesignated routes and pick up waste along the Yahara River, Lower Mud Lake and Lake Waubesa. Volunteers must have their own kayak or access to a kayak, but the village provides trash pickers and bags.

The community garden, which opens on the same day as Community Service Day, the E.D. Locke Public Library in partnership with the McFarland Police Department and public works will also have volunteer opportunities.

A signup sheet for all activities will be available on Signup Genius as the date approaches. Signup sheets will also be



available in the lobby of the McFarland Municipal Center.

"As in previous years, there will be snacks and so forth at the municipal center that day," committee member Katie Gletty-Syoen said. "People will pick up any supplies they need, like maps or instructions, and head out from there to areas in the village."

Committee members discussed adding new volunteer opportunities to the usual roster of activities.

Throughout the winter, volunteers have participated in woodland restoration workdays to remove invasive species from McFarland's woodlands.

Lead by parks superintendent Sayer Larson, removal of invasive species will carry over to Community Service Day with another chance to spruce up the parks. Invasive garlic mustard seed can easily be pulled out of the ground, making it a good volunteer opportunity for people of all ages, including children.

Dog owners can get involved with a cleanup of Urso Dog Park.

"We've had cleanups at the dog park in the past, but we thought we'd emphasize it this year," Gletty-Syoen said.

Members agreed that while most owners are diligent about picking up after their dogs, the dog may run out of their sight.

"Most people are pretty conscious in doing it ... where you run into an issue is if your dog takes off and you don't have it in sight," Village President and committee member Brad Czebotar said.

Waste can contribute to nitrous oxide levels in the lake, leading to blue-green algae.

Volunteers will clean up waste, garbage and brush that finds its way to the park.

Fliers will be put up at the dog park as the date approaches.

As activities are planned, high school students are getting a head start by volunteering their graphic design skills.

The committee worked with McFarland High School art teacher Lindy Wiesmann's class during their graphic design unit.

A group of students chose to redesign the Community Service Day poster, which has been in use for 12 years. One of their designs could be used as the new poster.

**Subject:** Village Board Programming Budget  
**Date:** Friday, January 31, 2020 at 12:29:59 PM Central Standard Time  
**From:** Jennifer Haried  
**To:** Katie Gletty-Syoen  
**Attachments:** image001.png, image002.png

Hi Katie,

Here is the snip-it from the budget for the programming line item. Looking back at this account to 2017 (I just picked a year to get some data), it appears we purchase Community Service Day posters annually from this account.

<b>SUPPLIES AND EXPENSES</b>					
		2018	2019	YTD	2019
		Actual	Budget	6/30/2019	Projected
	51100				
320	Dues and Subscriptions	7,959	7,000	6,664	8,000
321	Printing/Publications	4,390	4,500	1,853	4,500
330	Meeting Expenses	2,464	500	60	500
331	Training Expenses	0	3,500	280	3,500
390	Miscellaneous	777	500	39	500
391	Programming	1,441	2,000	1,144	1,500
	<b>Total SUPPLIES AND EXPENSES Exp</b>	<b>17,031</b>	<b>18,000</b>	<b>10,039</b>	<b>18,500</b>

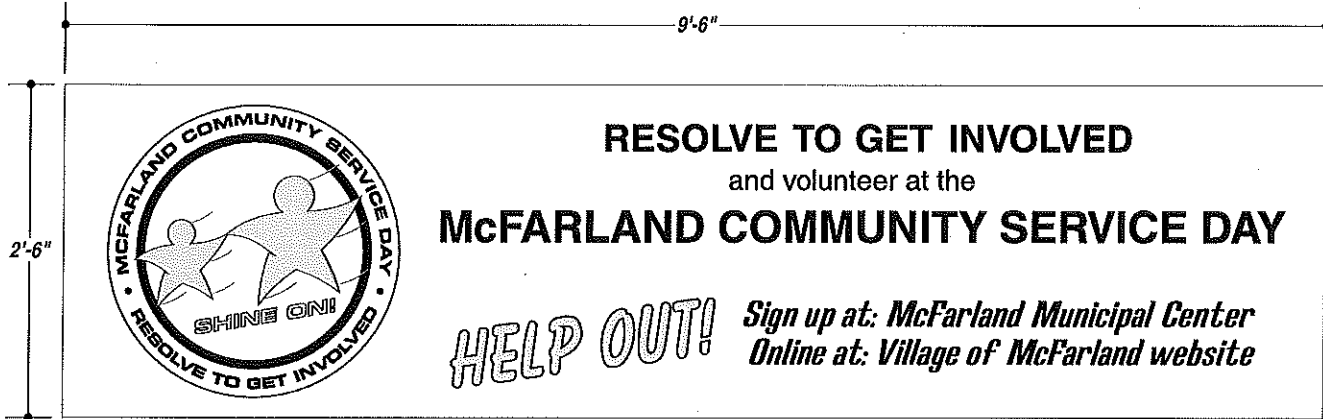
**Notes:**

- 320** Includes the Village's membership in the League of Wisconsin Municipalities (LWM), Dane Association (DCCVA), McFarland Chamber of Commerce, and Wisconsin Public Policy Forum
- 331** Funding provided for Village Board members to attend training opportunities through various opportunities become available.
- 391** The Village Board contributes funds to recognize volunteers and other employee recognition programming needs it feels might be warranted.

Hope this helps but let me know if you have any other questions.

Thanks!

Jenny Haried  
 Accountant/Deputy Treasurer  
 Village of McFarland  
 5915 Milwaukee Street



Received Email from  
Allison Novitske, Project Manager  
on 1/3/2020.

Price for  
Banner w/ size  
materials as before  
would be \$100.00/ea.

**JOB DESCRIPTION**

FABRICATE NEW BANNER PER PRINT

R1: 04.06.15 • NR • UPDATED DETAILS

FILE NAME: 55456-01-1 DATE: 04.06.15 SCALE: NTS

FILE TYPE:  OUT  PROD  OTHER

JOB NAME: VILLAGE OF McFARLAND

LOCATION: McFARLAND, WI

DRAWN BY: NR SALESMAN: DAN PIETRZYKOWSKI

DESIGN APPROVED BY:

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**TOTAL SQ. FT. OF SIGNAGE: 00.00 ft<sup>2</sup>**

ALL SIZES AND SHAPES DEPICTED ARE REPRESENTATIONAL AND MAY VARY FROM FINAL PRODUCT.

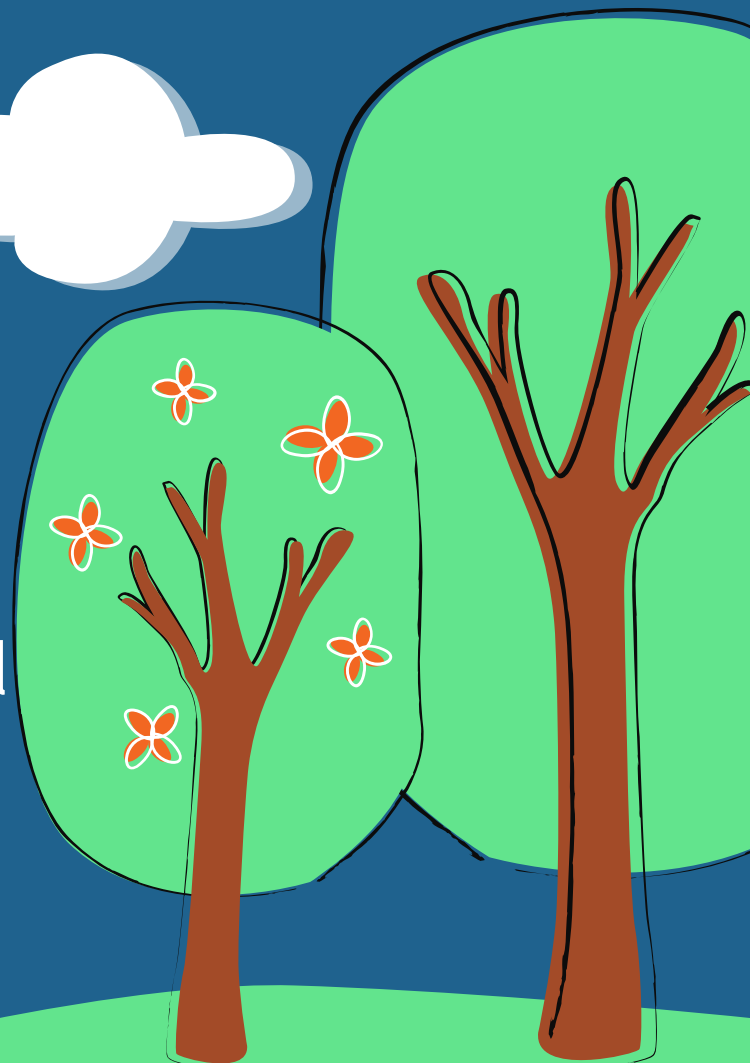
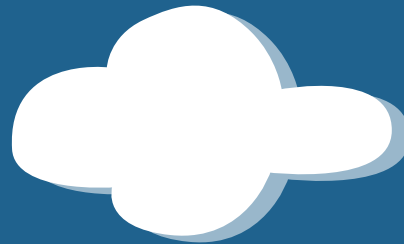
12TH ANNUAL

# MCFARLAND COMMUNITY SERVICE DAY



Saturday, April 25, 2020

8am-Noon



**Resolve to Get Involved!**

Sign up at the McFarland  
Municipal Center Lobby  
or online at

[www.mcfarland.wi.us](http://www.mcfarland.wi.us)



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Thursday, February 6, 2020

**SECTION:** Business

**DEPARTMENT:** Outreach

**CONTACT:**

**AGENDA ITEM:** Discuss outreach to the business community and potential implementation of program for recognition of business volunteerism.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

None



**VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Thursday, February 6, 2020

**SECTION:** Business

**DEPARTMENT:** Outreach

**CONTACT:**

**AGENDA ITEM:** Discuss Fall Sustainability Fair. Present examples of similar events from different communities.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

**FINANCIAL/BUDGET IMPACT:**

**VILLAGE PLAN REFERENCE:**

**ORDINANCE REFERENCE:**

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**ATTACHMENTS:**

1. Sustainable Stoughton Earth Day Expo

Sustainable Stoughton  
CULTIVATING SUSTAINABLE SOLUTIONS



SUSTAINABLE STOUGHTON INVITES YOU TO

JOIN US FROM 10AM - 5PM

SATURDAY  
APRIL 27

THE  
LAGERET

515 E. MAIN STREET  
STOUGHTON, WI

\* FREE & OPEN TO THE PUBLIC! \*

**EARTH DAY EXPO**

Food \* Artists \* Farmers \* Businesses \* Organizations  
Gardening \* Landscaping \* Energy Efficiency & Alternatives

→ LIVE MUSIC! ←

Earth Day Expo 2019

Presentations & Workshops

10 - 10:30 Chair yoga

10:45 - 11:45 Parrots Live!

Noon - 1 Benefits of owning an electric vehicle

1:15 - 2:15 Create a celtic flower crown

1:30 - 4 Print your own wood block Earth Day t-shirt (\$5 fee, bring your own t-shirt)

2:30 Designing & planting a native plant pollinator & butterfly garden

All day - End plastic pollution, build a plastic monster and 2nd-grade art

**Live music!**

2:30 - 3:00 Yahara River Hootenanny!

3:45 - 5 Olivia Panthofer music!

1 - 5 "Happy Hour", local beer, wine & hard cider

## **Build a Plastic Monster parade float!**

Grade school children are invited to come and attach their families' plastic waste to this gigantic creature from 10 AM - 5 PM with the help of adult volunteers.

## **Giant Plastic Monster on parade!**

The enormous monster will then be in the Syttende Mai Youth Parade Saturday 5/18 and Norwegian Parade Sunday 5/19 to bring awareness to the worldwide problem of plastics pollution. Children are also invited to walk behind the float and hand out information about how we all can reduce waste in our day-to-day lives.

## Local business sponsors:



Highlights from Earth Day Expo 2018

---